

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Room 3416, 700 West Capitol Avenue  
Little Rock, Arkansas 72201

**AR NOTICE AO - 101**

**For:** All FSA Offices

**State Training Conference**

**Approved by:** State Executive Director



**1 Overview**

**A Background**

This is the first conference in over ten years and the first since USDA reorganization in 1995. The conference was approved for employee training purposes; therefore, attendance by the designated employees is **required**. Mandatory Civil Rights training will be conducted for all employees.

The agenda for this training conference is being finalized and will be posted to the State Intranet site at a later date. The agenda will include various subject matters of interest and benefit to employees. The conference will convene at 1:00 p.m. on Monday, August 11, 2003, and will adjourn at noon on Friday, August 15, 2003.

**B Purpose**

The purpose of this notice is to announce a statewide training conference to be held in Hot Springs, Arkansas on August 11 - 15, 2003.

**2 Conference Information**

**A Persons to Attend**

All permanent State and County Office employees are authorized to attend. **Note:** The CED shall arrange for competent personnel to keep the office open during the conference. This may include a temporary employee or other USDA Service Center employees or a committeeperson.

**Disposal Date**

September 30, 2003

04-14-03

**Distribution**

All Employees

## **B Training Conference Date and Place**

The training conference will be held at the Arlington Hotel in Hot Springs, Arkansas. Travel and meeting days are as follows:

- August 11 Travel Day/Registration
- August 12 - 14 Conference – General Sessions and Breakouts
- August 15 Conference concludes by noon & travel home.

Every effort should be made by employees to travel during regular work hours.

## **3 Travel, Lodging, and M&IE**

### **A Travel**

Participants are encouraged to carpool and minimize travel expenses to the extent practical. Joint travel with personnel from other offices is encouraged, where practical.

### **B Lodging**

The Arlington Hotel has been reserved for FSA during the conference. To guarantee a room during the conference, room reservations should be made promptly. Employees are responsible for making their own lodging accommodations. The lodging rate is \$69 per night. The hotel has parking available at 3 locations at no charge. Limited valet parking is available for \$9.00 per day, however, no more than \$9.00 per day parking will be authorized.

The Arlington Hotel offers a variety of spa services which require appointments. Any employee interested in these services should make reservations with the hotel at the time you book your room.

### **C M&IE**

The per diem rate for Hot Springs is \$94 per day, \$60 lodging and \$34 M&IE. In order to be reimbursed for the \$69 room cost, you will need to show actual subsistence for lodging on your travel voucher. A luncheon will be served on Thursday, August 14, 2003. M&IE shall be reduced by \$7.00 to cover the cost of the meal.

**4 Action**

**A Hotel Reservations**

Employees shall make reservations as soon as possible, but no later than **July 11, 2003**. When making reservations, employees shall state that they are with the **United States Department of Agriculture/Farm Service Agency**. Reservations may be telephoned directly to the Arlington Hotel at **1-800-643-1502**. The reserved block of rooms will be held until the cutoff date. Reservation requests after the cutoff date will be honored on a space-and-rate availability basis. (Note: Your government credit card or a major credit card may be used to guarantee a room in lieu of a deposit).

**B Registration**

The CED shall forward the registration form (Exhibit 1), to the STO, ATTN: David Nix, Executive Officer, no later than July 14, 2003. Please type on the outside of the envelope "TO BE OPENED BY ADDRESSEE ONLY."

Registration will take place on the Mezzanine level (second floor). As soon as possible after arrival, employees shall report to the registration table to receive the conference packet. The registration table will be open from 1:00 to 5:00 p.m. on Monday, August 11, and from 7:00 to 8:30 a.m. on Tuesday, August 12, 2003.

**C Conference Attendance**

Employees are expected to attend all conference events including applicable training sessions. The conference will be "family-friendly"; therefore, any employee who wishes to do so may bring the family along. No additional charge for spouse and children under 18 years of age.

**5 Reasonable Accommodation Statement**

Persons with disabilities who require accommodations to attend or participate in this meeting should advise Miriam Morehead, State Civil Rights Coordinator/Training Coordinator, by no later than July 11, 2003. Please advise Ms. Morehead in writing of the accommodations required.



